2020-2021 Professional Development Committee:

Council members: Paula Burns, Valyn Bodensteiner, Matthew Femrite, Bridgette Hare, Megan Van Heiden, Deanna Sargent, Lynne Campbell

What we do: We work together to foster the personal and professional development of Professional and Scientific Employees of Iowa State University.

Our goal: Create opportunities for P&S Employees to do the following:

- Learn new skills and strengthen old ones
- Gather resources and information
- Engage and network with others
- Ask questions about topics and activities

So how did we as a committee work to meet our goal?

- Hosted 9 monthly Seminar Series Events on diverse topics relevant to P&S Employees.
- Planned and hosted a half-day professional development event, with an optional follow-up event, focused on the personal and professional development of P&S Employees.
- Continued to look for new and different ways to create opportunities for personal and professional development for P&S Employees that make sense for a volunteer committee of Council.

Professional and Scientific Council Seminar Series Events:

Nine Professional and Scientific Council Seminar Series Events were held in 2020-2021.

The Council Professional Development Committee coordinated, hosted, and recorded attendance at all nine 2020-2021 Professional and Scientific Council Seminar Series Events. To protect the health and safety of the presenters and Professional and Scientific Employees, the committee decided to livestream all events via Adobe Connect with the assistance of Iowa State University Extension IT. All sessions were recorded and will be added to the Professional and Scientific Council Catalog in Learn@ISU for viewing by any ISU Employee at any time. Attendees

1 Paula Burns was the chair of the Professional Development Committee through May 6, 2021. Matthew Femrite was the acting chair for the remainder of the 2020-2021 year.
2 All 2020-2021 PD Committee meetings were held via Microsoft Zoom due to the COVID-19 pandemic.
will receive credit for attending the Council Seminar Series Events via web conference in Adobe Connect or via the livestream in Learn@ISU.

The 2020-2021 Council Seminar Series Events were as follows:

• **Up Ahead, The Scenic Route: How to Engage Staff to Foster Positive Learning**  
  Angela Braggs and Shawn Peterson, Instructional Development Specialists, Child Welfare Research and Training Project  
  September 8, 2-3 p.m., livestreamed and recorded.  
  Attendance: 9 livestream  

Have you been “voluntold” to train a new hire or train your team on a new process, skill, or piece of technology? This can be scary if training is not your area of expertise or what you normally do as part of your job. Are you in a supervisory position and must lead meetings or other team events and activities? Creating engagement can be a daunting task.

During this presentation, Instructional Development Specialists Angela Braggs and Shawn Peterson will give you ready-to-use tips and best practices for taking your next training or meeting off the boring highway of bullet points and onto the scenic route of captivating staff experiences—with special attention given to virtual events. Creating an environment that motivates staff to actively participate is key to a successful team, department, or organization. Learn how to foster purpose, collaboration, and buy-in with your staff during these situations through this interactive session.

• **Roundtable Discussion: Diversity, Equity, and Inclusion Efforts on Campus**  
  Adrienne Lyles, Office of Equal Opportunity; Diana Sloan, Office of Diversity and Inclusion; Carol Heaverlo and Ross Wilburn, Extension and Outreach; and Elizabeth Johnson, Iowa Civil Rights Commission.  
  October 13, 2-3 p.m., livestreamed and recorded.  
  Attendance: 57 livestream  

This one-hour session will bring together representatives from campus and state organizations to discuss topics related to diversity, equity, and inclusion (DEI). During the roundtable discussion, Professional and Scientific employees will engage in dialogue with the panelists, as well as share their personal thoughts, questions, insights, and experiences with engaging in DEI work on campus.

The objective of this roundtable discussion is to provide Professional and Scientific employees with an opportunity to examine their own biases, to promote a campus that better represents the principles of diversity, equity, and inclusion, and to use those principles to develop meaningful strategies to effect change in our community.

• **Managing the Impact of Caregiving on Your Career**  
  Malisa Rader and Barbara Dunn Swanson, Human Sciences Specialists with Iowa State
Do you find yourself caught between the demands of career, family, personal time, and caregiving? If so, you are not alone. According to a 2020 study, “Caregiving in the U.S.,” 6 in 10 caregivers are employed. The stress and strain of caregiving can impact a person emotionally, physically, and financially. As an employed caregiver balancing multiple roles, it is easy to focus on survival and getting through from one day to the next.

While there are no simple answers, a caregiver can learn tools to thrive, not just survive. During this one-hour session, you will learn two different tools that will help you communicate clearly with supervisors, medical professionals, other family members, and the person receiving care. You will also learn about where to find resources and caregiving support.

- **Building Partnerships Across Campus**  
  *Maureen Griffin, Biotechnology Program Specialist, and Eric Hall, Professional Development Consultant*  
  December 8, 2-3 p.m., livestreamed and recorded.  
  Attendance: 3 livestream

As a public land-grant institution, Iowa State University has celebrated breakthroughs in human, social, economic, and environmental sustainability; new materials and processes for biomedical and industrial applications; nutrition, health, and wellness for humans and animals; transportation and infrastructure; food safety and security; plant and animal sciences; information and decision sciences; and renewable energies.

So how can you tap into the wealth of knowledge on campus and build long-lasting partnerships with other offices and departments? Find out in this practical and instructive one-hour session. You will receive an introduction to the Partnerships in Educational Settings (PIES) framework, learn about an exemplary partnership program, and discover ways you can create similar campus partnerships.

- **ISU Ombuds Office: Strategies for Addressing Interdepartmental Challenges**  
  *Chuck Doran, ISU Ombuds Team Member*  
  January 12, 2-3 p.m., livestreamed and recorded.  
  Attendance: 18 livestream

Join Chuck Doran to discuss “Strategies for Addressing Interdepartmental Challenges.” The pandemic has not only challenged our safety and health, it has also made working together more challenging. For many, the isolation, stress of having to adapt to a new way of working, and decreased regular communication within departments have led to increased conflict and other challenges. This interactive seminar will focus on these challenges and
provide strategies for you to address and resolve these challenges on your own or with resources at ISU such as the ombuds office.

- **Answering Your COVID-19 Questions**
  *Kristen Obbink, COVID-19 Public Health Coordinator*
  February 9, 2-3 p.m., livestreamed and recorded.
  Attendance: 48 livestream

As we approach the one-year mark of the outbreak of the COVID-19 pandemic, find out the latest news on the virus during this one-hour Q+A session. Kristen Obbink will answer your questions regarding the coronavirus and provide updates on campus resources and vaccination efforts. You may use this link to submit your questions in advance, and Kristen will attempt to address them during the session as well as provide additional details about the pandemic.

- **How Balanced Is Your Wellness?**
  *Laura Liechty, 4-H Healthy Living Program Specialist*
  March 9, 2-3 p.m., livestreamed and recorded.
  Attendance: 7 livestream

P&S Employees are making their physical and mental well-being a higher priority as the COVID-19 pandemic drags on. There are always opportunities for enhancing your wellness, but where should you start? During part 1 of this 2-part series on physical and mental well-being, you will be introduced to the eight dimensions of wellness. After taking a Wellness Wheel assessment to measure your well-being in each dimension, you will be able to identify areas where you thrive and others that need more attention. This new awareness will help guide you toward steps you can take to achieve a fuller sense of well-being. Join us next month to learn more about resources available on campus and in the Ames community to help you continue on your journey to improved wellness.

- **Post-Pandemic Wellness and Resources for P&S Employees**
  *Stephanie Downs, Senior WorkLife and WellBeing Coordinator; David Brown, Behavioral Health State Specialist; Lisa Nolting, Student Wellness Dietitian; Cris Broshar University Human Resources WorkLife and Family Services Coordinator*
  April 20, 2-3 p.m., livestreamed and recorded.
  Attendance: 12 livestream

As vaccination efforts continue and the COVID-19 pandemic starts to recede, P&S Employees are looking for guidance on how to emerge from self-isolation and rejoin their colleagues on campus and in their local communities.

- How do we cope with the uncertainty of the “new normal”?
- How do we remain safe as campus and our communities reopen?
How do we embrace the changes our bodies may have undergone and adapt our food and nutrition appropriately?
What resources are available for staff dealing with pandemic loss, stress, and re-integration into the workplace?

These are just some of the questions that we’ll address in the final part of our 2-part series on health and wellness.

- **Continuing the Critical Conversation about DEI**
  Gayle Coon and Jon Wolseth, Extension and Outreach, and Dwight Hinson, Office of Equal Opportunity.
  May 11, 2-3 p.m., livestreamed and recorded.
  Attendance: 20 livestream

Last October, the Professional and Scientific Council Seminar Series featured a roundtable discussion on the important topics of diversity, equity, and inclusion (DEI). The overall goal of this session was to provide P&S Employees with an opportunity to examine their own biases, promote a campus that better represents the principles of diversity, equity, and inclusion, and use those principles to develop meaningful strategies to effect change in our community.

The response to the panel was so positive that we decided to revisit the topic this spring, continuing with the same objective in mind. Join us as we continue this critical conversation and focus on DEI efforts around campus. The panel will once again feature campus representatives who will address your questions and concerns.

**Advocacy for Support of Professional Development for P&S Employees:**

**Campus Leaders Luncheons**

The Chair of the Council Professional Development Committee participated in three Campus Leaders Luncheons: September 22, 2020; November 17, 2020; and March 17, 2021. Due to work-from-home requirements during the COVID-19 pandemic, these meetings were held via WebEx. The Chair assisted other Council Executive Committee members in crafting questions for President Wintersteen and members of the leadership team to address during the luncheons.

**Continued Advocacy**

Committee Chair and Professional Development Committee Members continued to educate about and advocate for a distinction between the concepts of “professional and personal development” and “job training” whenever possible. This included conversations with University Human Resources and University Leaders.
Professional and Scientific Council Professional Development Conference Subcommittee:

2020-2021 Conference Subcommittee Members:

Tera Lawson, PD Conference Chair
Valyn Bodensteiner, Communications/Marketing
Paula Burns, Education/Speakers
Lynne Campbell, Participant Experience
Matthew Femrite, Finance
Kate Goudy, Education/Speakers
Bridgette Hare, Participant Experience
Stacy Kilstofte, Logistics
Jo Ann Lee, Participant Experience
Deanna Sargent, Communications/Marketing
Katie Shields, Education/Speakers
Megan Van Heiden, Communications/Marketing

2021 Professional and Scientific Council Professional Development Conference Overview:

The need for professional development for P&S Employees has long been a priority for the Professional and Scientific Council. One of the opportunities Council has created in an attempt to meet the need for professional development at Iowa State University is a conference dedicated to the professional and personal development of P&S Employees.

Because of the COVID-19 pandemic, the 2021 Professional and Scientific Council Professional Development Conference could not be a full-day, in-person event. Instead, we pivoted and held two virtual events: the 2021 Professional and Scientific Council Professional Development Experience on February 25, 2021, and the additional optional Human Workplace Gathering on March 10, 2021. These events aimed to provide participants with opportunities to experience growth and encouragement, to engage in positive social interactions with their fellow Professional and Scientific Employees, and to gain skills and knowledge they can use as they continue their adventures at Iowa State University.

The theme for the 2021 Professional and Scientific Council Professional Development Experience was Cultivate Your Adventure: Growing Through Change. The theme was selected to continue to build on the Cultivate Your Adventure theme that was launched four years ago (Cultivate Your Adventure: From Initiating to Innovating, Cultivate Your Adventure: Growing Your Future, Cultivate Your Adventure: Planting the Seeds of Success, Cultivate Your Adventure: Thriving Together). Using the entire name of the conference in an attempt to continue to brand this conference as Professional and Scientific Council’s also continued this year.

2021 Professional and Scientific Council Professional Development Conference Highlights:

• 289 Professional and Scientific Employees took advantage of the opportunity to Cultivate their Adventure and Grow Through Change on February 25, 2021!
• Were able to offer a professional development experience that allowed Professional and Scientific Employees to focus on their personal and professional development AND connect with their colleagues during a global pandemic.
• Utilized a brand new to Iowa State virtual platform.
  o We were only the second group to use this platform with Conference Planning and Management.
• Had a fantastic keynote speaker whose message connected with where our fellow P&S Employees were nearly one year into the global pandemic.
• 96.6% of the 148 evaluation survey respondents reported being satisfied or very satisfied with the conference.
• 51% evaluation survey response rate (survey was not sent to PD Conference Subcommittee Members or Speakers).

2021 Professional and Scientific Council Professional Development Conference Schedule:

Opening Remarks: Tera Lawson, Professional and Scientific Council Professional Development Conference Chair

Welcome: Wendy Wintersteen, Iowa State University President

Opening Keynote: Making Work More Human, Renée Smith, Founder and CEO of A Human Workplace

What must today’s leaders and team members do to create an environment where customers are satisfied, team members thrive, and organizations flourish? Together they must create A Human Workplace! Wise, successful workplaces work in concert with human performance factors not against them, welcome diverse people to bring their true selves to work, and value essential human skills rather than denigrating them.

Based on insights from Renée Smith’s primary research, learn how caring workplaces are more effective workplaces. Explore the neuroscience of fear and love; discover practices anyone can use to create more trust, engagement, and performance on teams; and explore the role of accountability in a human workplace. Be inspired to make your work more human every day!

Dialogue Sessions: (seven concurrent sessions)

• Making Time for Yourself When Working from Home – How are You Finding a Balance? 
  Moderators: Stacy Kilstofte and Amy Ward

  What is working and what isn't? Join this dialogue session to share ideas and find out how others are making working from home work while still making time for themselves!

• Navigating a Polarized Environment
  Moderators: Bridgette Hare and Sara Parris
Working with individuals with varying perspectives is essential to success! Join this dialogue session to share ideas and find out how others are navigating and finding ways to bring individuals together at work!

- **Having a Voice, Not Just a Face on the Screen**  
  *Moderators: Paula Burns and Chris Johnsen*

  Are you showing up, but not being heard? Do you feel like members of your team want to say something, but don’t? Join this dialogue session to get and share ideas on how to be heard as well as how encourage participation from others in virtual environments!

- **Getting and Staying Engaged with Our Larger Community**  
  *Moderators: Lynne Campbell and Deanna Sargent*

  Have you gotten involved with our larger community? Are you looking to? Join this dialogue session to get and share ideas on how to become more engaged as well as to stay energized and connected both emotionally and physically with our larger communities!

- **Ideas for Surviving the Pandemic – How are You Having Fun?**  
  *Moderators: Megan Van Heiden and Valyn Bodensteiner*

  Knowing how to have fun, whether physically or mentally, is a big part of staying healthy and happy in your personal life. Join this dialogue session to share ideas and find out how others are making it happen during a pandemic!

- **Assuring Inclusion in Virtual Spaces**  
  *Moderators: Tera Lawson and Matthew Femrite*

  Are you thinking about how to assure inclusion in virtual spaces? Did you just realize that you probably should be? Join this dialogue session to share ideas and find out what others are doing to make sure that our virtual spaces are inclusive too!

- **Bringing FUN into Virtual Meetings**  
  *Moderators: Kate Goudy and Katie Shields*

  Fun at work can increase job satisfaction, performance, and employee retention while decreasing emotional exhaustion and turnover. Join this dialogue session to share ideas and find out how others are bringing fun into virtual meetings!

**Closing Keynote: A Swiss Army Knife for Your Human Workplace, Renée Smith, Founder and CEO of A Human Workplace**

After you get inspired and excited to make work more human, your next question might be, “How? What can I do to put the principles of A Human Workplace into action?”
There aren’t “5 steps to always make work more human.” And you should run away fast from anyone who tells you there are. But this simple and universally useful tool can help you determine what to do in most any situation you face to make it and your work more human. In this thirty-minute session, you will identify your own challenge, learn about the tool, hear examples of how the tool works, and then apply the tool to your challenge. You will walk away with a useful plan you can use again and again.

Closing Remarks: Tera Lawson, Professional and Scientific Council Professional Development Conference Chair

Professional and Scientific Council: Sara Parris, Professional and Scientific Council President

Wellness Lunch Activities: (five concurrent activities)

- **Reset, Refresh, and Refocus Your Workday with Chair Yoga**  
  *Nikki Latimer, Recreation Services Yoga Instructor*

  Keep your body in motion through simple warm-up movements and stretches! Chair yoga is a great way to gently stretch and strengthen key muscles while using a chair without arms for support. Join us in this accessible, convenient, and stress reducing practice to improve your wellbeing!

- **Interventions for Moving to a Healthy Financial Future**  
  *Suzanne Bartholomae, Assistant Professor, Human Development and Family Studies*

  Review the ingredients that make up your financial well-being! Suzanne will share practical resources and simple actions you can take to achieve a better state of financial well-being by addressing financial stress and increasing your feeling of financial security and freedom.

- **Moving for the Health of It**  
  *Jody Gatewood, Education Extension Specialist, Human Sciences Extension and Outreach*

  Follow along as you are lead through a short, low-impact cardio pyramid and stretching routine from 12:15-12:30. Then from 12:30-12:45 learn about resources on Spend Smart. Eat Smart. that can help you keep moving for the health of it.

- **Making Zucchini Hummus Wraps: A Virtual Tutorial**  
  *Maren Wolff, Clinical Assistant Professor, Food Science and Human Nutrition*

  Join Maren and ISU dietetics students for a 30-minute virtual cooking class from the Culinary Discovery Lab. Cook up a quick, delicious lunch of Zucchini Hummus Wraps while learning a few nutrition facts in celebration of American Heart Month.

- **Exploring the Benefits of Mindfulness in the Workspace**  
  *Karen Couves, CELT, and Carrie Giese, Student Wellness*
Explore the use of mindfulness practices to mitigate heightened stress and anxiety in your workspace! Join us to discover how to incorporate mindfulness practices in your workspace and to increase your overall knowledge of mindfulness practices.

**2021 Professional and Scientific Council Professional Development Conference Budget:**

In order to put on the 2021 Professional and Scientific Council Professional Development Experience and the Human Workplace Gathering, we began our budgeting process in August.

We started, as we always do, with each of the conference areas and work through any potential costs associated with completing the tasks assigned to each of those conference areas and from there determine our expense categories.

Every single potential expense is made a line item in our budget with an estimated cost. We work hard to make sure that all expenses are fully considered at this stage so that no unexpected costs occur after we set the conference registration rate. However, this year this particular stage could not be finalized until January because that is when the virtual platform was selected by Conference Planning and Management and the contracts were completed.

That left many of the virtual event expenses unknown until January. Which made a really tight turn around for projecting revenues and setting the registration rates. We projected our revenues based on how many people we anticipated would register, looked at that revenue against our estimated expenses, and ran projections for several different registration options. We then determined that we would offer the Gatherings as an optional additional activity with a separate registration fee.

We then adjusted the anticipated expenses and the registration rates for our anticipated number of registrants until our revenue will cover our expenses and, at that point, we set the registration rates. Once the registration rates are set, that is the budget we have to work with for the conference. There are lots and lots of variables, but once the registration rates are set we can’t change them.

So all of our finances are based on anticipated expenses and an anticipated number of registrants. We then work to manage the expenses throughout the conference lifecycle, updating estimated expenses and working with in the budget we set. We are constantly making sure we are being charged what we were supposed to be charged and working to be, not only good, but GREAT stewards of our funds.

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3 Tera Lawson, Chair of the Professional and Scientific Council Professional Development Conference Subcommittee gave this report at the Professional and Scientific Council Meeting on May 5, 2021. It is included here from the meeting minutes with minor edits to reference the tables included inline with the text instead of the slides used in the original presentation. The tables are copied from the relevant slides with no alterations.
Existing revenue for the 2021 Professional and Scientific Council Professional Development Experience was as follows:

- $22,235.72 Balance Forward – We work really hard to maintain a balance forward of about $20,000 each year. The reason for this is if there are years in which we don’t meet the revenue projections, for whatever reason: we didn’t get as many registrants as we anticipated or something happened that we didn’t anticipate, there is at least enough funding to pay the fixed costs for the conference. These are the expenses that will need to be paid when having a conference, and aren’t greatly affected by the numbers of registrants.

- $5,000 from the Office of the Senior Vice President and Provost – These funds are contributed annually and came from a program that was funded for this amount by the Provost’s office and managed by UHR. The FY 15 Council Executive Committee determined more P&S Employees would benefit from these funds if they were to be used for the conference, on non-food expenses, and thus the funding is now contributed to the Conference each year. For the past five years, we have used the funds from the Provost’s office to assist with paying the external speaker’s fees.

The remaining revenue needed to run the conference comes through registration fees. You can see our projections and actual registration fees collected from the table below. You can also see from that projections can be off, but we have to make our best guess at the time so that we can set the registration rates.

<table>
<thead>
<tr>
<th>Revenue Generated from Paid Participants</th>
<th>Projected</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Registration</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Regular Registration</td>
<td>$8,750</td>
<td>$7,225</td>
</tr>
<tr>
<td>Registration for Gathering Session</td>
<td>$1,875</td>
<td>$1,185</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$10,625</strong></td>
<td><strong>$8,410</strong></td>
</tr>
</tbody>
</table>

In addition to constantly monitoring expenses, as soon as registration opens, we constantly monitor the revenues as well.

So how do we spend that money? The table below shows our projected and actual conference expenses for the February 25th Experience only. We’ve split them out here separate from the Gathering but have a table with them combined that we’ll discuss in more depth.
The table below shows our projected and actual conference expenses for the Gathering only. You can see here, based on the registration revenue generated for the Gatherings, which was $1,185, why we had to reduce it to one offering.

<table>
<thead>
<tr>
<th>2021 PD Experience Expenses</th>
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</thead>
<tbody>
<tr>
<td><strong>Category</strong></td>
<td><strong>Projected</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Percentage of Expense Total</strong></td>
</tr>
<tr>
<td>Speakers</td>
<td>$5,950</td>
<td>$5,950</td>
<td>44.14%</td>
</tr>
<tr>
<td>Conference Supplies</td>
<td>$1,917.50</td>
<td>$1,508.60</td>
<td>11.19%</td>
</tr>
<tr>
<td>Venue</td>
<td>$6,425</td>
<td>$6,200</td>
<td>44.66%</td>
</tr>
<tr>
<td>Food</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$14,292.50</td>
<td>$13,478.60</td>
<td>100%</td>
</tr>
</tbody>
</table>

The table below shows our total expenses for all activities. The speaker fees are included in the first line. The conference supplies line includes registration services and management fees from Conference Planning and Management. The venue line includes the charges for the Hopin platform, the CPM Virtual Package (for online support), and ELO Fees for the Gathering. Obviously, no food was purchased this year, but we left this row on here so that it lines up with our three-year comparison.

<table>
<thead>
<tr>
<th>2021 PD Gathering Expenses</th>
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</thead>
<tbody>
<tr>
<td><strong>Category</strong></td>
<td><strong>Projected</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Percentage of Expense Total</strong></td>
</tr>
<tr>
<td>Speakers</td>
<td>$1,050</td>
<td>$1,050</td>
<td>77.86%</td>
</tr>
<tr>
<td>Conference Supplies</td>
<td>$303.75</td>
<td>$118.50</td>
<td>8.79%</td>
</tr>
<tr>
<td>Venue</td>
<td>$180</td>
<td>$180</td>
<td>13.35%</td>
</tr>
<tr>
<td>Food</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,533.75</td>
<td>$1,348.50</td>
<td>100%</td>
</tr>
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</table>
The table below shows the three-year comparison. The percentages for this year look a little wonky in comparison to previous years, but that is because our budget was 1/3 of the previous years’ budgets and we didn’t spend 30-40% of it on food.

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<thead>
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<tbody>
<tr>
<td>Speakers</td>
<td>$9,975.23</td>
<td>22.25%</td>
<td>$9,391.92</td>
<td>21.16%</td>
<td>$7,000</td>
<td>46.64%</td>
</tr>
<tr>
<td>Conference Supplies</td>
<td>$12,008.18</td>
<td>26.78%</td>
<td>$13,033.57</td>
<td>29.37%</td>
<td>$1,627.10</td>
<td>10.84%</td>
</tr>
<tr>
<td>Venue</td>
<td>$5,903.38</td>
<td>13.16%</td>
<td>$7,448.11</td>
<td>16.78%</td>
<td>$6,380</td>
<td>42.51%</td>
</tr>
<tr>
<td>Food</td>
<td>$16,956.09</td>
<td>37.81%</td>
<td>$14,510.86</td>
<td>32.69%</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$44,842.88</strong></td>
<td><strong>100%</strong></td>
<td><strong>$44,384.46</strong></td>
<td><strong>100%</strong></td>
<td><strong>$15,007.10</strong></td>
<td><strong>100%</strong></td>
</tr>
<tr>
<td>Balance Forward</td>
<td>$20,660.18</td>
<td></td>
<td>$22,235.72</td>
<td></td>
<td>$20,638.62</td>
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</tbody>
</table>

The venue costs, which in previous years was Scheman and this year was virtual platform expenses and support, are pretty similar in cost. The lesser venue amount in 2019 is due to having everyone in Benton Auditorium for second keynote in the afternoon, which meant we only paid for one room, in 2019 we held multiple extended sessions in the afternoon and paid for multiple rooms.
I usually have to make a little speech at this point about how we could still hold a conference for 15-20,000 dollars, but that it won’t be the big event with multiple sessions and lots of speakers which is what you’ve come to expect for this conference. Instead, this year we lived it. We had a reduced conference which resulted in reduced expenses and thus we could offer a lower registration fee (because we had less expenses that needed to be covered) and as always, we used every dime of that revenue to make the event happen.

Remember when I said that we try to carry forward approximately 20,000 so that if there are years where we don’t meet the revenue projections or something happens that we didn’t anticipate, well this year we had BOTH. We didn’t have as many registrants as we anticipated, and we were in the midst of a global pandemic.

We used all the carry forward from last year we were still able to maintain a $20,638.62 balance forward for the 2022 Professional and Scientific Council Professional Development Conference. The Sub-Committee and I feel that this puts us in GREAT shape to keep this conference continuing to operate.

But we do ask that you remember, and ask that you help others to remember, that providing the quality of a conference you have come to expect, and continue to provide this quality, we not only need people to attend the conference itself, BUT we also need to charge registration fees that enable us to be able to cover our expenses. This will be especially true when we return to a Face-to-Face Event next year.

Speaking of next year, due to limited venue availability we have already selected a date for the 2022 Professional and Scientific Council Professional Development Conference and it will be held at the Gateway Conference Center on Wednesday, February 23, 2022.

So please mark your calendars and start thinking about content you can share with your fellow P&S Employees! The Call for Proposals for the 2022 conference will likely be released in early September.